

CHAPTER 9

RAPID RESPONSE TEAM (RRT) TRAINING

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1.0. PURPOSE

Training is essential to provide a strong regulatory and scientific foundation for the investigative work conducted by state and federal regulatory officials. This chapter describes a basic training framework for state and FDA RRT staff assigned to respond to and investigate human or animal food related illness outbreaks or contamination, which can be used by groups to build the capabilities needed for an effective RRT.

2.0. SCOPE

This chapter identifies key training, including a general training program, for field staff that respond to intentional and unintentional human or animal food incidents. This aligns with Standard 2 – Training, of the National Regulatory Program Standards (NRPS). The best practices described in this chapter identify key areas and elements for training but are neither comprehensive nor specific to unique situations. State, local, and federal agencies seeking to improve multi-agency food emergency responses (e.g., States, FDA inspectorate divisions) may utilize this chapter to assess and improve their response capabilities. Agencies with varying responsibilities (e.g., regulatory, public health, feed/animal health, law enforcement, laboratory) and target response capability levels may differ in how they customize and apply these best practices.

3.0. RESPONSIBILITY

3.1. RRT (or investigatory team, in states without an RRT) Leadership

Program managers and supervisors overseeing RRT activities are responsible for ensuring that personnel assigned to respond to human or animal food emergencies have been provided with the basic training curriculum that is necessary for them to successfully complete the tasks they are assigned.

3.2. RRT Members

RRT members are each responsible for playing an active role in maintaining both their subject matter expertise and ability to work effectively in multidisciplinary and multi-agency response teams.

4.0. DEFINITIONS

The following terms are used frequently in this Chapter: Rapid Response Team (RRT), Incident, and Incident Command System (ICS). See “Glossary of Key Terms” for definitions.

5.0. BACKGROUND

Training is essential to provide a strong regulatory and scientific foundation for the investigative work conducted by state and federal regulatory officials. Each agency should develop a training program to ensure that all field staff receive appropriate classroom and field training to conduct thorough and effective inspections and investigations. This RRT Manual Chapter addresses key training for RRT field response personnel. Supervisors and Managers of these personnel should also

receive response related training in addition to supervisory and leadership training commensurate with their positions.

RRT managers should review and be familiar with appropriate state and federal emergency preparedness guidance and utilize existing training programs (e.g., ICS-100) where appropriate. RRT training and capacity development should occur within a comprehensive approach to emergency preparedness that includes coordinated activities in planning, equipping, training, and testing capabilities through periodic exercises.

The Guidelines for Foodborne Disease Outbreak Response published by the Council to Improve Foodborne Outbreak Response (CIFOR) identifies three core disciplines that are typically involved in multi-agency responses:

- Environmental health/food regulatory
- Epidemiology
- Laboratory

This set of best practices is intended to address the training needs of the regulatory team members; however, opportunities for cross training with other disciplines should always be encouraged.

Other disciplines such as law enforcement and emergency responders become involved in foodborne outbreak responses as needed. RRT staff training should address the need for both subject matter expertise and effective skills in working in multi-agency/multidisciplinary response teams.

Standard 2 of the FDA Manufactured Foods Regulatory Program Standards (MFRPS) and Animal Food Regulatory Program Standards (AFRPS) identifies the basic elements of a training program for manufactured food and animal feed regulators and can be used to guide the development of a state or agency specific training program.

Effective training programs include elements of basic training, advanced training, and continuing education to ensure staff are fully prepared to respond to any assignment.

6.0. SAFETY

Safety concerns and practices related to specific activities should be addressed within each training course. Examples of such courses may include, but not be limited to:

- Respiratory Protection
- Confined Spaces

- Driver Safety
- Shelter-in-Place
- Proper donning/doffing of PPE
- Different levels of PPE
- First-aid/CPR

7.0. EQUIPMENT/MATERIALS

- Training program materials (e.g., written training materials, internet, training facilities, computer, projector).
- Training documentation system (electronic or hard copy).
- Individualized or position-specific training plans. These can be based on a generic model, as appropriate.

8.0. PROCESS DESCRIPTION

8.1. Training Program Principles

It is important for food safety programs responsible for regulation and investigation of food establishments to establish a training program to ensure appropriate classroom and field training for all field staff responding to emergencies. These staff should have the training to conduct thorough and effective inspections and investigations based on the role(s) and tasks they may be assigned.

Each program should assign a Training Coordinator to oversee the administration of the basic, advanced, and continuing education components of the training program. Coordinators should leverage federally funded or subsidized training when available. Examples include training provided by the FDA Office of Training and Educational Development (OTED), the Federal Emergency Management Agency (FEMA) Emergency Management Institute, the International Food Protection and Training Institute (IFPTI), and the National Center for Biomedical Research and Training (NCBRT). Coordinators from agencies that often work together should meet regularly to take advantage of possible joint training opportunities.

Training can be achieved through a combination of distance learning (internet-based courses such as LearnED (formerly Compliance Wire – ORAU) and/or other web based courses), classroom training, and field training. Agencies should take advantage of joint training opportunities with other key agencies to improve staff understanding of their respective roles and responsibilities.

All human food program field investigative staff should receive the equivalent of Level I - FDA MFRPS Basic Training before being assigned to rapid response activities. (See Attachment A for additional details). The FDA MFRPS identifies

minimum training requirements, training frequency, and documentation maintenance requirements for state manufactured food program personnel. Compliance with the requirements of MFRPS Standard 2 will serve as a strong foundation from which to further develop staff for response to emergencies and outbreaks. New employees who have not completed this basic training may still perform supporting activities in an RRT response if they are operating under the oversight of an experienced team member.

All animal food program field investigative staff should receive the equivalent of Level I - FDA AFRPS Basic Training before being assigned to rapid response activities. (See Attachment C for additional details). The FDA AFRPS identifies minimum training requirements, training frequency, and documentation maintenance requirements for state animal food program personnel. Compliance with the requirements of AFRPS Standard 2 will serve as a strong foundation from which to further develop staff for response to emergencies and outbreaks. New employees who have not completed this basic training may still perform supporting activities in an RRT response if they are operating under the oversight of an experienced team member.

8.2. Team-Oriented Training

In addition to online or distance learning, classroom, and field training, an effective RRT training program includes the following informal sessions to inform RRT members about their roles and build working relationships:

- Initial orientations for new staff that identify the RRT structure and individual roles.
- Meetings with public and private sector response partners to: (1) introduce new RRT staff, (2) clarify roles and responsibilities, (3) identify points of contact and notification procedures, and (4) begin the process of establishing effective working networks.
- Regularly scheduled workgroup meetings with other RRT members and response partners. These can be effective training tools for building multidisciplinary team skills, updating subject matter knowledge, and focusing and aligning on-the-job training efforts.
- Just-in-Time (JIT) Trainings

8.3. Example of a Generic RRT Training Program

Field staff assigned to respond to human or animal food incidents should receive additional training specific to the roles to which they will be assigned. Each jurisdiction should determine the specific coursework and commodity-specific training that is relevant to its jurisdiction. The following list of training courses is a generic example of the types of training each RRT program may want to consider:

- Pre-requisite Training
 - Level I MFRPS or AFRPS Training Requirements.
 - Aseptic Sampling Techniques: environmental and food samples
 - ICS/National Incident Management System (NIMS) 100 & 200, including prerequisite courses.
 - Role-appropriate introduction to agency emergency response plans and procedures.
 - Foodborne Illness Investigation or Epi-Ready Training.
 - (Optional) LSU/NCBRT: A Coordinated Response to Food Emergencies: Practice and Execution (<https://www.ncbrt.lsu.edu>).
 - Traceback Training.
 - Specialized inspection training as required by the type of environment/commodity (e.g., manufacturing process).
- Within Six Months of Assignment to Emergency Response Activities
 - Additional role-appropriate training in agency emergency response plans and related procedures.
 - Advanced First Aid or First Responder training.
 - Team Building Training (Choose an Appropriate Course for your Agency).
- Within 12 Months of Assignment
 - Commodity-specific training appropriate for the incidents the RRT may need to respond to, such as Produce Farm Investigations.
 - Communication Skills for Regulators or Tactical Communication.
 - ICS 300 & 400 (for Field Team Leads and Unified Command), including prerequisite courses.
 - ICS 402 – ICS for Executives for staff in managerial and supervisory capacity (for selected members).
 - Advanced Sampling Techniques.
 - Joint training with law enforcement on evidence preservation and other key components of investigation for intentional acts.
- Intermediate Training (For Specific Personnel)
 - Water Systems: Agricultural water (well, district, reservoir, aqueducts, open water ways) and municipal water/wastewater systems (septic, farm wastewater).
 - Tabletop Exercise of Foodborne Outbreak Investigation Scenarios.
 - Mock Traceback Exercise.
 - Post-Harvest Investigations (e.g., coolers, packing sheds, harvesters, processing facilities).
 - ICS Position Specific Training (Incident Command, Logistics, Planning, Operations) for selected staff.

- Advanced Training (For Specific Personnel)
 - Industry standards for processing commodities (sprouts, spinach, lettuce, tomatoes, nuts, etc.).
 - Wildlife training (i.e., identifying animal prints at fields).
- Continuing Education
 - MFRPS and AFRPS establish a requirement of 20 contact hours of continuing education training for each human or animal food regulatory employee every 36 months. It is critically important that members of an RRT receive ongoing training to maintain expertise in the response activities for which they may be assigned to participate. Training may take the form of internet-based training, classroom training, or on the job field training, and it should address both programmatic/technical and teamwork skills needed to accomplish the response activities assigned. Continuing education training should address changes in technology utilized by the regulated industry, cover disaster response and recovery, and include exercises designed to reinforce knowledge and skill sets utilized during response activities. Continuing education should address lessons learned, best practices, etc. which have been identified during previous investigations (e.g., as identified in After Action Reports).
- Documentation
 - Organizations should establish training files for each staff member and maintain documentation of required training in a centralized location.
 - Electronic databases are a valuable tool for tracking completed training courses, conducting periodic queries to identify missing or overdue training curriculum, and querying specific skills or expertise to assemble an investigation team for an incident.
- Specific practices related to documentation
 - Maintain Individual Training Records. See Manufactured Foods Regulatory Program Standards Appendix 2.3 (Attachment B) and Animal Feed Regulatory Program Standards Appendix 2.2 (Attachment C).
 - Document the following information for each training course: complete course description, course category, name, number (if applicable), dates, instructor(s), sponsor (if applicable), location, Clock/CE credit hours, expiration of licensure (if applicable), and agenda/curriculum.
 - Document any related training received prior to joining RRT and training received in member's area of expertise.
 - Document regular reviews of course curriculum to determine if updates to a course are warranted. Document any updates and decisions to re-train previous attendees to ensure proficiency.

- Verification of Effectiveness
 - RRT training programs and documentation should be reviewed annually to verify the program's effectiveness and to determine if training plans and objectives continue to address identified needs (e.g., response technologies and protocols). Identified deficiencies or improvements should be addressed promptly to ensure the training program is as effective as possible.

9.0. DESIRED OUTCOMES (ACHIEVEMENT LEVELS)

Level	Description
1	The agency has, within the past 12 months, updated written Training Procedures, updated their assessment of their training program against the MFRPS or AFRPS, and developed an improvement plan to prioritize future training activities that will move the program towards full compliance.
2	Agency personnel have completed MFRPS or AFRPS Level I Training within the prescribed timeline established in the Training Procedures and are on track to develop and maintain either intermediate or advanced capacities.
3	Agency personnel assigned to RRT activities have completed core response training identified in their Training Procedures consistent with recognized national/multi-jurisdictional best practices (example: RRT Manual). The agency has reassessed their training program, including an assessment of their needs and gaps, within the last 12 months and developed an improvement plan to address any deficiencies identified.
4	Agency personnel assigned to RRT activities have completed the necessary intermediate response training identified in their Training Procedures consistent with recognized national/multi-jurisdictional best practices (example: RRT Manual).
5	Agency personnel assigned to RRT activities have completed the necessary advanced response training identified in their Training Procedures consistent with recognized national/multi-jurisdictional best practices (example: RRT Manual). The agency has reassessed their training program, including an assessment of their needs and gaps, within the last 12 months and developed an improvement plan to address any deficiencies identified.

10.0. RELATED DOCUMENTS

(Full citations are in the References Section, "List of Reference Documents," listed by author.)

Note: Some of the documents identified in this section are maintained on secure websites (e.g., the Homeland Security Information Network (HSIN)). Homeland Security or Agricultural Security personnel within each jurisdiction may have information on how to gain access to this information.

- National Response Framework (<https://www.fema.gov/national-response-framework>)
- National Preparedness Guidelines (<https://www.dhs.gov/national-preparedness-guidelines>)
 - Target Capabilities – Epidemiological Surveillance and Investigation, Food and Agricultural Safety and Defense, Public Health Laboratory Testing, and Environmental Health
 - Universal Task List
- Food and Agriculture Sector Specific Plan: An Annex to the National Infrastructure Protection Plan, 2015 (<https://www.cisa.gov/resources-tools/resources/food-and-agriculture-sector-specific-plan-2015>)
- Manufactured Foods Regulatory Program Standards (2022) Level I Training Curriculum (<https://www.fda.gov/media/131392/download>)

11.0. REFERENCES AND OTHER RESOURCES

(Full citations are in the References Section, “List of Reference Documents,” listed by author.)

- Council to Improve Foodborne Outbreak Response (CIFOR) Guidelines for Foodborne Disease Outbreak Response (3.2.3.4 Training for the Team) (<https://cifor.us/products/guidelines>).
- Manufactured Foods Regulatory Program Standards – Standard 2 (<https://www.fda.gov/media/131392/download>)
- Animal Feed Regulatory Program Standards – Standard 2 (<https://www.fda.gov/media/136030/download>)

12.0. ATTACHMENTS

- Attachment A – MFRPS Standard 2 Job Aid - Example Food Inspector Training Curriculum
- Attachment B – MFRPS - Appendix 2.3 Inspector Training Record
- Attachment C – AFRPS - Appendix 2.2 Inspector Training Record

13.0. DOCUMENT HISTORY

Version #	Status*	Date	Author
1.0	I	9/26/2011	RRT Training WG (CA** MI, FL, VA)
1.1	R	2/1/2012	ORA/OP
1.2	R	1/24/2013	ORA/OP
1.3	R	5/26/2017	ORA/OP
2.0	R	6/1/2023	ORA/OP-AFDO Compiled Revisions
3.0	R	12/1/2024	ODP-AFDO Compiled Revisions

*Status Options: Draft (D), Initial (I), Revision (R), or Cancel (C)

**Workgroup Lead

Change History

- 1.1- Editorial revisions made by ORA for document clearance.
- 1.2- Minor editorial revisions to achievement levels for clarification purposes and addition of optional pre-requisite training within generic RRT Training Program.
- 1.3- Minor editorial revisions to formatting to align with overall 2017 RRT Manual Edition revision effort.
- 2.0 – AFDO compilation for 2023 Edition of RRT Manual
- 3.0 – AFDO compilation for 2025 Edition of RRT manual. Updated FDA program names resulting from the 10/2024 FDA reorganization.

Attachment A – MFRPS Job Aid: Standard 2 Example Training Curriculum

MFRPS Standard 2 Job Aid: Example Food Inspector Training Curriculum

This job aid is one of several approaches that may satisfy the requirements of the program elements and documentation requirements.

The purpose of this job aid is to provide guidance to state programs on developing a basic and advanced food inspection training curriculum in accordance with Standard 2. This job aid is an **example** of a food inspection training curriculum that could be used to meet section 2.3.2. Standard 2 allows for coursework to be obtained from any number of sources including distance learning and web-based training. There may be additional training requirements for FDA contract inspections and to attend FDA Office of Training, Education and Development (OTED) courses.

The following references are included in this job aid.

- [Basic Food Inspection Training Course Curriculum](#)
- [Advanced Food Inspection Training Course Curriculum](#)
- [Training Resources](#)

Basic Food Inspector Training Course Curriculum

2.3.2.2.1 Prevailing statutes, regulations, and ordinances

Course Name	Training Source	Course Identifier
Basic Food Law for State Regulators	LearnED	FD9015W
Basics of Inspection: Beginning an Inspection	LearnED	CC9037W
Basics of Inspection: Issues & Observations	LearnED	CC9038W
Food & Drug Law: Prohibited Actions	LearnED	CC9026W
Food & Drug Law: Judicial Actions	LearnED	CC9027W
Food & Drug Law: Criminal Acts Violations	LearnED	CC9028W
Food & Drug Law: Imports & Exports	LearnED	CC9029W
Jurisdiction	LearnED	CC8037W
Recalls	LearnED	CC8041W

NOTE: Specific state/local laws & regulations to be addressed by each jurisdiction

2.3.2.2.2 Public health principles

Course Name	Training Source	Course Identifier
Public Health Principles	LearnED	CC9021W
Food Safety Culture	LearnED	FD8005R

2.3.2.2. Emergency management

Course Name	Training Source	Course Identifier
Introduction to the Incident Command System	FEMA	IS-100.c
Basic Incident Command System for Initial Response	FEMA	IS-200.c
An Introduction to the National Incident Management System	FEMA	IS-700.b
National Response Framework, An Introduction	FEMA	IS-800.d

2.3.2.2.4 Communications skills

Course Name	Training Source	Course Identifier
Communication Skills for Regulators	LearnED	CC8011W
Professionalism	LearnED	CC8025W
Interviewing Techniques	LearnED	CC9036W
Communication Skills	LearnED	CC8030W

2.3.2.2.5 Microbiology

Course Name	Training Source	Course Identifier
Overview of Microbiology	LearnED	CC9005W
Gram-Negative Rods	LearnED	CC9006W
Gram-Positive Rods and Cocci	LearnED	CC9007W
Foodborne Viruses	LearnED	CC9008W
Foodborne Parasites	LearnED	CC9009W
Mid-Series Exam	LearnED	CC9010W
Controlling Growth Factors	LearnED	CC9011W
Control by Refrigeration & Freezing	LearnED	CC9012W
Control by Thermal Processing	LearnED	CC9013W
Control by Pasteurization	LearnED	CC9014W
Control by Retorting	LearnED	CC9015W
Technology-Based Food Processes	LearnED	CC9016W
Natural Toxins	LearnED	CC9017W
Good Manufacturing Practices	LearnED	CC9019W
Cleaning & Sanitizing	LearnED	CC9020W
*Pasteurization	LearnED	CC8002W
*Curing, Smoking, Drying of Meat, Poultry and Fish and the Processing of Fermented Sausages web course	LearnED	FD8005W
*Reduced Oxygen Packaging at Retail web course	LearnED	FD8004W
*Fermentation at Retail web course	LearnED	FD8009W
Plumbing Controls for Commercial Food Establishments	LearnED	CC8001W
*These courses are currently pre-requisites for various OTED courses		

2.3.2.2.6 Epidemiology

Course Name	Training Source	Course Identifier
Collecting Surveillance Data	LearnED	FD9035W-L1
Epidemiological Statistics	LearnED	FD9035W-L5

2.3.2.2.7 Basics of HACCP

Course Name	Training Source	Course Identifier
HACCP	LearnED	CC8033W

2.3.2.2.8 Allergen management

Course Name	Training Source	Course Identifier
Allergens	LearnED	CC8029W

2.3.2.2.9 Basic food labeling

Course Name	Training Source	Course Identifier
Food Labeling	LearnED	FD9016W
FDA Regulated Product Labeling	LearnED	OF148W100
Food Labeling	LearnED	FD9016W

2.3.2.2.10 Food defense

Course Name	Training Source	Course Identifier
Food Defense	LearnED	CC8027W
FSPCA Food Defense Awareness of the Intentional Adulteration (IA) Rule	FSPCA	None
FSPCA Overview of the Intentional Adulteration Rule (IA Rule)	FSPCA	None
Intentional Adulteration FDPQC v3.1	LearnED	FD9002W
Introduction to Food Security Awareness	LearnED	CC9035W
FSMA Food Defense Training	UC Davis / WIFSS	None

2.3.2.2.11 Sampling technique and preparation

Course Name	Training Source	Course Identifier
Food Microbiological Control 10: Aseptic Sampling	LearnED	CC9018W
Sampling	LearnED	CC8035W
Sample Collection	LearnED	CC9034W

Advanced Food Inspector Training Course Curriculum

2.3.3.1.1 Acidified Foods

Course Name	Training Source	Course Identifier
Conducting Acidified Food Inspections	LearnED	FD202W100

2.3.3.1.2 Low-acid canned foods

Course Name	Training Source	Course Identifier
Conducting Low Acid Canned Food Inspections	LearnED	FD304W100
Confined Space Entry for Investigators	LearnED	CC9001W

2.3.3.1.3 Juice HACCP

Course Name	Training Source	Course Identifier
Juice HACCP	LearnED	FD8013W
Juice Processing Equipment	LearnED	FD8014W

2.3.3.1.4 Seafood HACCP

Course Name	Training Source	Course Identifier
Seafood HACCP Regulation	LearnED	FD249W200
Basic Seafood HACCP	AFDO	Option1/Option 2
Seafood HACCP Video Series [1-7]	FDA Seafood HACCP Videos	None

2.3.3.1.5 Traceback Investigations

Course Name	Training Source	Course Identifier
Traceback Investigations 1: Introduction	LearnED	CC9030W-L1
Traceback Investigations 2: Point-of-Service Investigations	LearnED	CC9030W-L2
Traceback Investigations 3: Distributor Investigations	LearnED	CC9030W-L3
Traceback Investigations 4: Traceback of Eggs and Other Commodities	LearnED	CC9030W-L4
Traceback Investigations 5: Concluding the Investigation & Reporting	LearnED	CC9030W-L5

2.3.3.1.6 Foodborne Illness Investigations

Course Name	Training Source	Course Identifier
Beginning an Investigation	LearnED	FD9035W-L2
Expanding the Investigation	LearnED	FD9035W-L3
Conducting a Food Hazard Review	LearnED	FD9035W-L4
Final Report	LearnED	FD9035W-L6

2.3.3.1.7 Preventive Controls for Human Food

Course Name	Training Source	Course Identifier
Conducting Limited Scope Preventive Controls for Human Food Inspections	LearnED	FD8023R
Regulatory Foundations and Application of the Sanitary Transportation of Human and Animal Food Regulation	LearnED	FD9001W
Food Current Good Manufacturing Practice, Application, and Evidence Development	LearnED	FD190W101
FSPCA Preventive Controls for Human Food Training	FSPCA	None
Introduction to Preventive Controls for Human Food for Regulators	LearnED	FD254W100

Courses Available via FDA's OTED

Course Name	Training Source	Course Identifier
Traceback Investigations	OTED	ER220
Epi-Ready for Response Teams	OTED	ER324
Foodborne Illness Investigations	OTED	ER325
Food Processing and Technology	OTED	FD152
Food Current Good Manufacturing Practice, Application, and Evidence Development	OTED	FD190
Conducting Acidified Food Inspections	OTED	FD202
Conducting Juice HACCP Inspections	OTED	FD219
Preventive Controls for Human Food	OTED	FD254
Regulators Course		
Conducting Low Acid Canned Food Inspections	OTED	FD304
State Food Contract Auditing	LearnED	FD320W100
Dietary Supplement Good Manufacturing Practice	OTED	FD340
Aseptic Processing and Fill	OTED	FD405

Training Resources

- [LearnED](#)
- [ComplianceWire](#)
- [FEMA](#)
- FSPCA
 - [Intentional Adulteration](#)
 - [Preventive Controls for Human Food](#)
- [AFDO](#)
- [FDA Seafood HACCP Videos](#)
- [UC Davis / Western Institute for Food Safety & Security \(WIFSS\)](#)

Any issues encountered accessing the courses should be referred to the respective platform's help desk.

More information and links to the LearnED training platforms can be found at:
<http://www.fda.gov/Training/ForStateLocalTribalRegulators/ucm119016.htm>

Attachment B – MFRPS Appendix 2.3 Inspector Training Record

(<https://www.fda.gov/media/131392/download>)

Appendix 2.3: Inspector Training Record

State Agency: _____

Name of Inspector: _____ Start Date: _____

Basic Food Inspection Curriculum Coursework		
Course <i>Please provide the course name and location for each subject area</i>	Date Completed	Course Documentation Available for Review (Yes/No)
Prevailing statutes, regulations, and ordinances		
Public health principles		
Emergency Management		
Communication skills		
Microbiology		
Epidemiology		
Basics of HACCP		
Allergen Management		
Basic food labeling		
Food defense		
Sampling Techniques and preparation		

Appendix 2.3

Name of Inspector _____ Start Date _____

Basic Food Inspection Curriculum Fieldwork				
JOINT FIELD TRAINING INSPECTION or FIELD INSPECTION AUDITS		Date Completed	Evaluation/Audit Acceptable (Yes/No)	Documentation Available for Review (Yes/No)
Please provide the name of the manufactured food firm and identification number.				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Appendix 2.3

Name of Inspector _____ Start Date _____

Advanced Food Inspection Curriculum Coursework		
Course <i>Please provide the name and location of the course.</i>	Completion Date	Course Documentation Available for Review (Yes/No)
Acidified food		
Low-acid canned food		
Juice HACCP		
Seafood HACCP		
Traceback Investigations		
Foodborne Illness Investigations		
Preventive controls for human foods		

Appendix 2.3

Name of Inspector: _____ Start Date: _____

Instructions: Identify and record the type of specialized food inspection conducted for the JOINT FIELD TRAINING INSPECTION or FIELD INSPECTION AUDITS, such as acidified foods, low acid canned foods, juice HACCP, or seafood HACCP.

Advanced Food Inspection Curriculum Fieldwork			
Specialized food inspection			
JOINT FIELD TRAINING INSPECTION or FIELD INSPECTION AUDITS	Completion Date	Evaluation/Audit Acceptable (Yes/No)	Documentation Available for Review (Yes/No)
<i>Please provide the name of the manufactured food firm and identification number.</i>			
1.			
2.			
3.			
4.			
Specialized food inspection			
JOINT FIELD TRAINING INSPECTION or FIELD INSPECTION AUDITS	Completion Date	Evaluation/Audit Acceptable (Yes/No)	Documentation Available for Review (Yes/No)
<i>Please provide the name of the manufactured food firm and identification number.</i>			
1.			
2.			
3.			
4.			

Appendix 2.3

Name of Inspector: _____ Start Date: _____

CONTINUING EDUCATION COURSEWORK <i>A total of 20 CONTACT HOURS required every 36 months</i>			
Activities in Program Element 2.3.4.4 <i>Maximum of 20 CONTACT HOURS</i>			
Type of Activity <i>Provide Title and Brief Description</i>	Date Completed	Documentation Available for Review (Yes/No)	Contact Hours Earned
<i>Subtotal</i>			
Presenting, Training, or Publishing (Program Element 2.3.4.5) <i>Maximum of 10 CONTACT HOURS</i>			
Type of Activity <i>(Provide Title and Brief Description)</i>	Date Completed	Documentation Available for Review (Yes/No)	Contact Hours Earned
<i>Subtotal</i>			
Reading Technical Publications (Program Element 2.3.4.6) <i>Maximum of 4 CONTACT HOURS</i>			
Type of Activity <i>(Provide Title and Brief Description)</i>	Date Completed	Documentation Available for Review (Yes/No)	Contact Hours Earned
<i>Subtotal</i>			
Total CONTACT HOURS Earned			

Attachment C – AFRPS Appendix 2.2 Inspector Training Record

(<https://www.fda.gov/media/136030/download>)

Appendix 2.2: Inspector Training Record

A. Basic Animal Food Inspector Training

Instructions: If the inspector has greater than five years of experience and an evaluation of the inspector's previous performance and experience shows adequate training has been completed, mark the Name and Location of Training Column, with "Met via Evaluation."

Inspector Name: _____ Employment Start Date: _____

Subject Areas	Name and Location of Training	Completion Date	Documentation Verifying Completion
Animal and Public Health Principles			
Animal Food Defense			
Basic Animal Nutrition			
Basic Ingredients, Processing, and Technology			
Basic National Incident Management System and Incident Command System			
Communication			
Current Statues, Regulations, and Policies			
Inspections, Compliance, and Enforcement			
Labeling			
Professionalism			
Risk Awareness			
Safety			
Sample Collection			

Instructions: Record the name and location of the establishment where the joint training inspection took place as well as the competencies covered.

[illegible]

Appendix 2.2: Inspector Training Record

B. Advanced Animal Food Inspector Training

Instructions: If the inspector has greater than five years of experience and an evaluation of the inspector's previous performance and experience shows adequate training has been completed, mark the Name and Location of Training Column, with "Met via Evaluation."

Inspector Name: _____ Employment Start Date: _____

Subject Areas	Name and Location of Training	Completion Date	Documentation Verifying Completion
Advanced Ingredients, Processing, and Technology			
Advanced Inspections, Compliance, and Enforcement			
Advanced Labeling			
Animal Illness and Death Investigation			
Current Statues, Regulations, and Policies			
Epidemiology			
Microbiological Pathogens			
Traceback and Traceforward Investigations			

Instructions: Record the name of the establishment where the joint training inspection took place as well as the competencies covered.

[illegible]

[illegible]